Holocaust Museum LA  
Job Title: Director of Individual Giving  
Employment Type: Full-Time Exempt  
Location: Los Angeles, CA

POSITION SUMMARY:
Holocaust Museum LA is seeking a Director of Individual Giving to join the development team of the country’s first survivor-founded Holocaust Museum. The Director of Individual Giving will serve as a primary relationship manager of the development team and be responsible for supporting the implementation of a fundraising program focused on gifts of $10K+. The Director of Individual Giving will develop and implement a multi-year, fundraising vision, and plan for gifts to support the strategic goals of Holocaust Museum LA. The individual in this position will be empowered to help drive fundraising activity including prospect identification and research, donor cultivation and communications strategies, proposal development, solicitation strategies, donor stewardship, and constituency/database management. This position reports to the Chief Advancement Officer (CAO.)

ESSENTIAL JOB FUNCTIONS:

• Drive strategies to identify, cultivate, upgrade and/or solicit retained and new donors with an eye towards building a strong pipeline of major donors and prospects.
• Serve as the primary relationship manager for a portfolio of major gift prospects and communicate with the major donor portfolio through phone, video conference, and face-to-face cultivation meetings.
• Develop and execute documented and trackable strategies ensuring that each major donor or prospect has a clear plan for cultivation and solicitation leading to upgraded giving over time, and that all interactions are captured in the CRM.
• Make gift requests of $10K+ throughout the fiscal year and sustain a calendar of robust gift requests and activity using metrics to track efficiency and performance.
• Work to connect donor philanthropic priorities with Holocaust Museum LA’s most critical programs and ambitions.
• Develop the annual strategy for major gift prospects and donors and build consensus with the CAO before implementation.
• Support the CAO, CEO, and Board of Directors in all aspects of major gift fundraising including scheduling meetings, preparing talking points, and assembling presentations and materials.
• Take the lead on major gift tracking, stewardship, and reporting.
• Conduct ongoing analysis of donor database to refresh the major gift prospect pipeline.
• Develop new donor relationships through prospecting, research, and cultivation.
• Develop and execute major gift fundraising events (both virtual and in person) and support cultivation events with appropriate follow-up solicitation strategies.
• Promote constituent understanding, awareness, and support of Holocaust Museum LA’s programs through written and verbal communication with prospective and current donors.
• Collaborate with the CAO, CEO, and Director of Development on major gift initiatives and campaigns.
• Steward donors and establish relationships that will further fundraising goals.
• Assume responsibility for projects connected to major giving donors and prospects as assigned by the CAO.

OTHER KEY AREAS OF DEVELOPMENT SUPPORT:

In order to perform this role effectively, the candidate must:
• Be personally dedicated to Holocaust Museum LA’s mission and focus on social justice.
• Proactively approach relationship building and development on a daily basis.
• Demonstrate sound judgment and discretion and maintain the highest ethical standards.
• Display excellent written and interpersonal communication skills with attention to detail.
• Be highly organized with the ability to manage several projects at once and consistently meet project deadlines.
• Remain flexible, patient, and responsive under changing priorities.
• Be willing and available to work evenings and weekends per event-related scheduling.
• Demonstrate the willingness and ability to work collaboratively as a member of a highly functioning and demanding team.
• Manage additional duties as needed, such as: writing for a variety of purposes, helping plan and execute special events, and creating effective donor recognition activities.

QUALIFICATIONS AND SKILL REQUIREMENTS:

The ideal candidate will:
• Exercise initiative, good judgment, and discretion.
• Have capacity to embrace and effectively communicate Holocaust Museum LA’s mission and the Museum’s impact to the broader community.
• Have at least 3-5 years of experience in a not-for-profit development role.
• Have a proven track record of successful major gift solicitations.
• Have proven experience developing and executing fundraising strategies.
• Have a superior understanding of the fundamentals of major gift programs, annual giving, campaign fundraising, and the relationship between the three.
• Be a great motivator and manager of people.
• Possess outstanding writing, phone, and communication skills.
• Have a professional and engaging demeanor with donors, docents, Holocaust survivors, volunteers, board members, and staff.
• Be highly organized, focused and detail oriented.
• Be entrepreneurial, goal oriented and proactive.
• Have superior knowledge and command of Microsoft Office Suite products and CRM platforms.
• Have the ability to simultaneously manage multiple projects.
• Demonstrate problem-solving and decision-making skills and the ability to work in a flexible, team-oriented environment.

WORKING SCHEDULE:
Monday – Friday, 9am – 5pm. May involve working some evenings and weekends.

SALARY/BENEFITS:
The Director of Individual Giving position has a salary range of $100,000 - $110,000, based on experience and other qualifications. Generous PTO includes vacation and paid holidays, and health benefits.

TO APPLY:
Please send cover letter, CV, and references to: jobs@hmla.org

ABOUT HOLOCAUST MUSEUM LA
Holocaust Museum LA, the first survivor-founded Holocaust museum in the nation, dedicates itself as a primary source institution, one that commemorates those who perished, honors those who survived, and houses the precious artifacts that miraculously weathered the Holocaust. Since 1961, the Museum has provided Holocaust education to students and visitors from across Los Angeles, the United States, and the world, fulfilling the mission of the founding Holocaust survivors to commemorate, educate, and inspire. Through engagements and education programs that value dialogue, learning, and reflection, the Museum believes that we can build a more respectful, dignified, and humane world.

www.hmla.org
100 The Grove Drive
Los Angeles, CA 90036

Holocaust Museum LA is committed to creating an inclusive and equitable workplace, and we are proud to be an equal opportunity employer. We believe that having staff, interns, and volunteers with diverse backgrounds enables us to better meet our mission.